



Board of Trustees Meeting Minutes | September 24th, 2021 | 11am
Hybrid Meeting: HH-105 & Zoom

Board Members Present: Steve Reed, Mark Moeller, Dan Kelleher, Pete Suttmeier, Mary Irene Lee, and Jessica Kemp

Excused: Jerry Griffin, Donna Wadsworth

Others Present: Joe Keegan, Stacie Hurwitch, Sarah Maroun, Erik Harvey, Dianna Trummer, Rob Rathbun, Chris Knight, Scott Harwood, Kim Irland, Kyle Johnston, Lee Susice

Board Chair, Steve Reed, called the meeting to order at 11:02 a.m.

Minutes

Pete Suttmeier made the motion to accept the August 27th, 2021 meeting minutes. Mary Irene Lee seconded the motion. The August 27th, 2021 meeting minutes were unanimously approved (7-0-0).

College Senate

Shir Filler reported:

- The recent Senate report was shared this morning with the Board.
- Shir noted the Administration is doing a lot to include everyone in its communications. The Senate decided to follow suit and share a list on what the focus will be this academic year. The Senate will continue to create minutes from the Senate and their committees and make them available for the College community.
- A small Task force will meet soon to create and review an employee email policy.
- The board spoke briefly about the shared report. There was discussion on the potential of consolidating committees.

NCCCAP

Lee Susice reported:

- Noted members of NCCCAP are working on better preparing students for College.
- Negotiation sessions with the Administration are continuing and going well.
- Members of the Board discussed reasons why students may be unprepared for the College experience. There are many factors to consider, and they will continue to identify and explore the students who can be helped.

CSEA

None

Board Chair Report

Steve Reed reported:

He along with Joe Keegan and Chuck VanAnden met with three candidates for the position of Foundation Director. There is anticipation that a decision will be shared with the College community the beginning of next week. Members of the committee were thanked for their hard work and dedication to this search.

Interim Vice President for Academic Affairs

Sarah Maroun highlighted her report:

- Noted the perennial textbook issue and how to correct it in the future with incoming students. She shared that this particular issue is hard to address.

- Start of the semester, the College was able to maintain the on-campus classes. There was a shift from on-campus lectures to going remote. This predominately affected the nursing students, to avoid their inability to go to clinical. There was a small number of students unable to attend clinicals due to their hesitation on taking the COVID-19 vaccine.
- A walkthrough JMZ recently took place on the Saranac Lake and Malone campus to identify the needs of the nursing and science labs.
- Members of the board discussed the potential for an arts and graphics program; and the steps that would be involved. Advisory boards attendees have identified the need for students to graduate with this skillset.
- Members of the board discussed teaching in an asynchronous setting. Jessica Kemp spoke briefly of the benefits of attending a course with this design.

Vice President for Marketing and Enrollment Management

Kyle Johnston highlighted his report:

- The build of a new application process for the College is being designed and will be administered through SLATE. It will go for testing this weekend and will then go live on Monday. It is anticipated this new platform will save time for students so the focus can shift to those who need a more hands-on experience.
- Enrollment numbers are being finalized and a comparison review will be available in the coming weeks.
- Focus for next semester enrollment will commence soon.
- Members of the board spoke of the new brand for Athletics. A finalized set of logos are now available.

Interim CFO:

Erik Harvey reported:

- Erik noted there is no formal report this month due to closing out the academic year and preparing for the upcoming audit. A monthly report will be shared at the October meeting.
- He shared where the Fall 2021 enrollment numbers landed and how it has impacted the College. In and out of state numbers for Fall 2021 is currently 12% behind when compared to this time last year. There is notable risks with the persistent rate when looking into the Spring 2022 semester, there may be an impact in lost revenue. To date, new students coming to the College are down 7%, and returning student numbers are down 18%.
- The College's five-year plan is in the process of being updated. Review of the federal stimulus funds and how they can be incorporated into the budget is underway.
- Erik shared the student service fee and why the change was made; SUNY Board of Trustees is reviewing the plan. The members of the board discussed the reallocation of fees and its transparency for students.
- Erik volunteered to attend the next SGA meeting to help explain the fees.

Associate Vice President of Student Affairs

Kim Irland reported:

- The COVID-19 mandatory vaccination status was shared. There are 521 on-campus students fully vaccinated, out of total of 735 students. There are 42 students are in phase one of two doses, with the second dose scheduled. A few students have exemptions for a approved reasons. There are 2 medical accommodations, placing students on temporary vaccination exemptions. The board discussed the vaccination status as it was presented.
- Kim and Tara Smith are working together on addressing the required testing response.
- Kim extended her gratitude to Tara Smith and Sarah Maroun who tested up to 70 students last week on the Saranac Lake campus to get a clear picture of their student vaccination status.
- There was a brief discussion on mandates for students compared to the non-mandate for employees. Tara Smith shared that almost 90% of on-campus staff are fully vaccinated.

President:

Joe Keegan reported:

- Thanked the Board of Trustees their ongoing support.
- He shared the methods of tracking students who are adhering to the vaccination mandate. It has been a huge

lift to members of the Administration team. He extended his thanks to those involved.

- He highlighted the report that Erik shared regarding enrollment. He noted that 9 students withdrew from College due to the vaccination mandate. State funds awarded will help the College budget for a short term deficit.
- Stacie Hurwitch completed the board policies project, and they were shared with the board. She continues to find where updates need to be made and identify potential policies that are no longer relevant. A process is under construction to regularly review policies for their effectiveness and the need for potential updates.
- He touched on the rationalization for the change in student services fees.
- The JMZ scoping study continues. He shared the appropriation requests and changes in received grants. It is anticipated that bids will go out early 2022 for work to begin in Spring of 2022 as there are deadlines to meet to use the monies granted to the College. The board briefly spoke of the scoping study and how to use the funding to upgrade the nursing and science labs. There was discussion on who will take the lead on these projects.

NCCC Association:

- Kim Irland shared that there are 84 students living in the residence halls. They are all on meal plans.
- Dining operation is up and running and doing well. The point-of-sale system is almost ready for launch.
- Rob Rathbun commented that the bookstore will be returning 30-50% of books that were ordered for the Fall 2021 semester. He explained students are not buying books through the Association and going through other avenues to get their textbooks. It was noted a plan will be in place for Spring 2022 to prepare and lessen the returns to the distributors.
- Kim noted students are sharing positive experiences with the dining hall offerings and its quality. Employees are impressed by the options and quality as well.
- The board briefly discussed the challenges faced with the point-of-sales system. The need for a meal plan was also discussed.

NCCC Foundation:

No report

Old Business

None

New Business

None

Public Comment

None

Executive Session

Pete Suttmeier made the motion to enter Executive Session at 12:13 p.m. in relation to collective bargaining negotiations conducted pursuant to Article 14 of the Civil Service Law; and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Mary Irene Lee seconded the motion. The motion was passed unanimously (7-0-0). Joe Keegan was invited to join the meeting at 12:14 p.m.

Pete Suttmeier made a motion to adjourn executive session at 12:34 p.m. Mary Irene Lee seconded the motion. The motion was approved unanimously (7-0-0).

Pete Suttmeier made a motion to open the public session at 12:35 p.m. Mary Irene Lee seconded the motion. The motion was approved unanimously (7-0-0).

Adjourn

Pete Suttmeier made a motion to adjourn the meeting. Mary Irene Lee seconded the motion. The motion was approved unanimously (7-0-0). The Board meeting was adjourned at **12:45 p.m.**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stacie G. Hurwitch". The signature is written in a cursive, flowing style.

Stacie G. Hurwitch
Assistant Secretary to the Board of Trustees

10/29/2021

Motion: Mark Moeller

Second: Pete Suttmeier

Action: Approved (6-0-0)